

Student Help Viewing My Timetable

Date Feb 2012

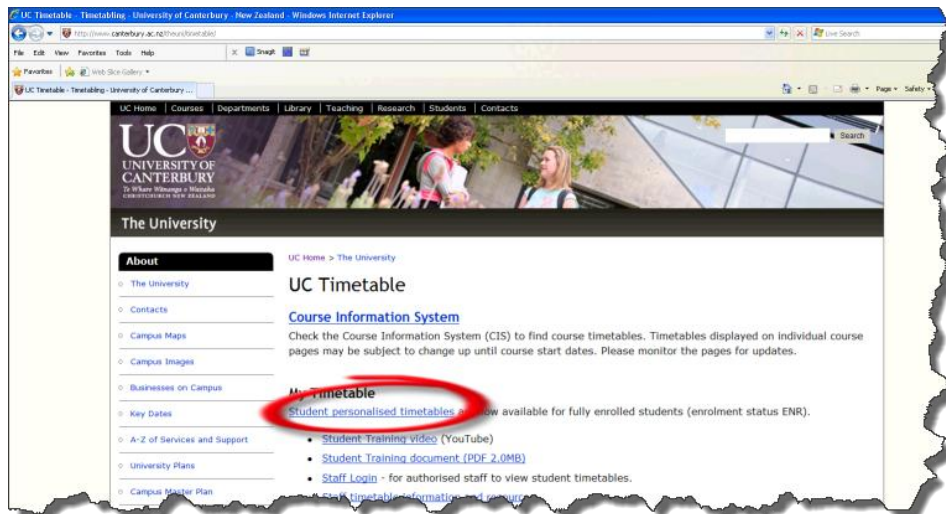
Terms

Term	Description
Activity	A lecture, tutorial, lab etc.
Activity Repeat	Where there are multiple instances of an activity.
Automatic Allocation	An activity has no repeats. Therefore, there are no options for allocation. In this instance a student will be automatically allocated to the activity.
Self Allocation	Where there are repeat activities and a Course Coordinator allows a student to self-allocate to the activity repeat that is most suitable.

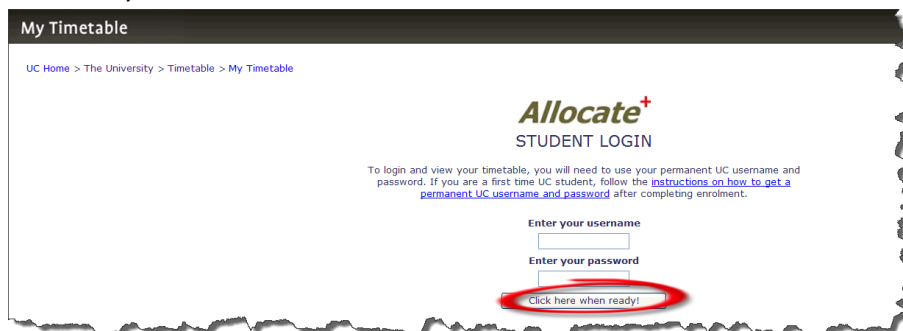
Step 1- Log In

Procedure:

1. Click [Student personalised timetables].

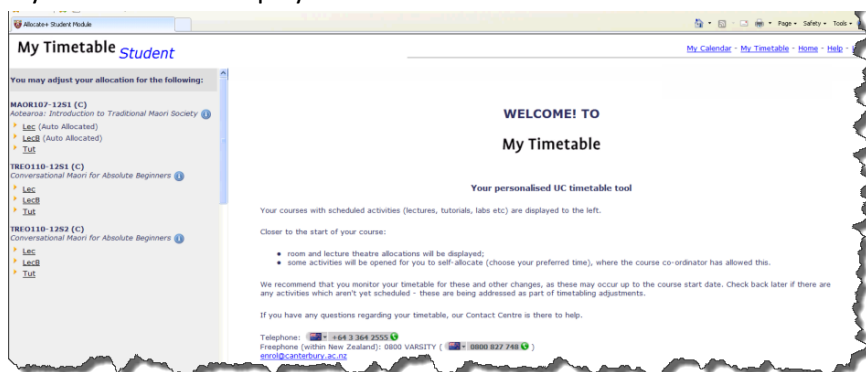


2. Enter your Username and Password.



3. Click [Click here when ready].

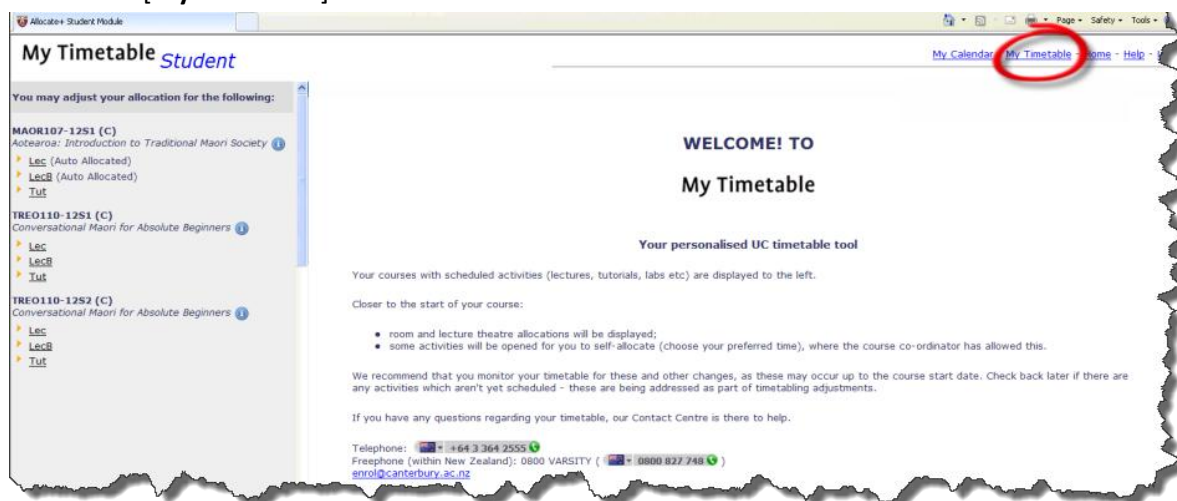
My Timetable will display:



Step 2 – View Your Timetable in Grid Display

Procedure:

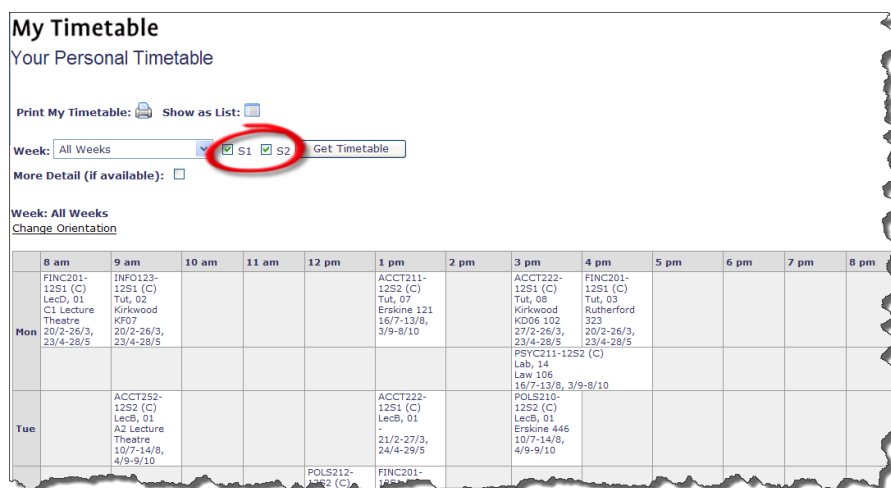
1. Click [My Timetable].



2. Your timetable will display. The default view is for the University year. Not all Semester 2 courses have been timetabled. Your timetable may therefore not display all Semester 2 courses.



It may appear initially that you have a clash. This may only be because the timetable view displays all courses; full year, semester 1 and semester 2. Check the 'clash' is not for your courses running in different semesters.



3. To change the timetable display to a specific Semester check either [S1] or [S2].
4. Click [Get Timetable].



Optional: Click [Change Orientation] to change the timetable orientation to display days horizontally.

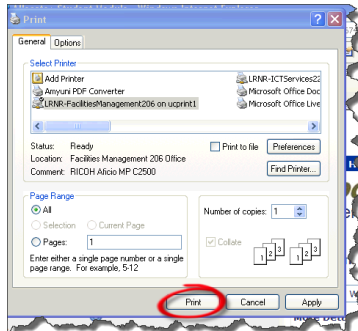
Timetable Options:

Printing the timetable:



Click to print your timetable.

Select a printer:

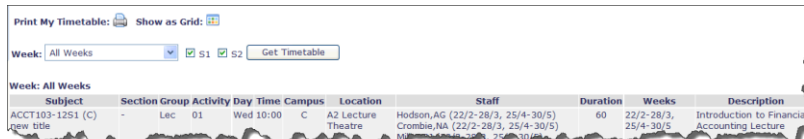


Click **[Print]**.

Timetable list display

Show as List:

Click to display the timetable in a list format:



Click **Show as Grid:** to redisplay in a grid format.

Clashes

If you have a timetable clash it will display in your timetable as below.

	8 am	9 am	10 am	11 am	12 pm	1 pm	2 pm	3 pm
Mon	FINC201-1251 (C) LecD, 01 C1 Lecture Theatre 20/2-26/3, 23/4-28/5			ACCT252-1252 (C) Tut, 05 History 612 16/7-13/8, 3/9-8/10			FINC201-1251 (C) Tut, 02 Kirkwood KF05 20/2-26/3, 23/4-28/5	
Tue		ACCT252-1252 (C) LecB, 01 A2 Lecture Theatre 10/7-14/8, 4/9-9/10		ACCT211-1252 (C) Tut, 04 History 612 17/7-14/8, 4/9-9/10		ACCT222-1251 (C) LecB, 01 21/2-27/3, 24/4-29/5		POLS211-1252 (C) LecB, 01 Erskine 446 10/7-14/8, 4/9-9/10
						FINC201-1251 (C) Lec, 01 C1 Lecture Theatre 21/2-27/3, 24/4-29/5		

Note. See how these two activities appear on Tuesday at 1pm and they both indicate S1 (for Semester One). This is a clash.

Variants

If a timetabled activity has a variant ie. room location change, this will display in your timetable as either 'P1' etc. as indicated below.

	9 am	10 am	11 am	12 pm	1 pm	2 pm	3 pm	4 pm	5 pm
Mon	SOCI402-12S1 (C) LecB, 01 20/2-26/3, 23/4-28/5								
Tue	SOCI470-12S2 (C) Lec, 01 History 410 9/7-13/8, 3/9-8/10								
Wed					SOCI402-12S1 (C) Lec, 01-P1 History 410 22/2-14/3, 28/3, 25/4-30/5				
						SOCI402-12S1 (C) Lec, 01-P2 A7 21/3			

To display the details of the variant select the course activity with the variant:

You may adjust your allocation for the following:

- SOCI401-12S1 (C)
People and Things ⓘ
Lec (Auto Allocated)
- SOCI402-12S1 (C)
Methods and Strategies in Research ⓘ
Lec (Auto Allocated)
LecB (Auto Allocated)
- SOCI470-12S2 (C)
Supervised Research ⓘ
Lec (Auto Allocated)

The following have no available activities:

- MAOR424-12S2 (C)

The variant details will display:

This activity group is **AUTOMATICALLY ALLOCATED**.

There is only one possible choice for this group. The system will allocate you automatically.

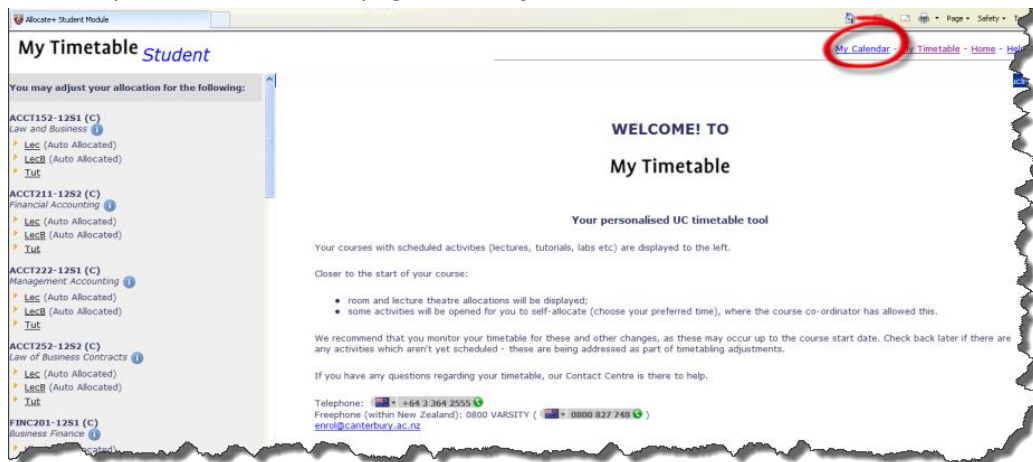
Activity	Campus	Day	Time	Location	Staff	Duration	Week	Description
01-P1	C	Wed	13:00	History 410	Boyd,FM (22/2-29/2, 14/3, 23/5-30/5) Jaber,N (7/3, 28/3, 25/4-16/5)	180	22/2-14/3, 28/3, 25/4-30/5	Methods and Strategies in Research Lecture
01-P2	C	Wed	14:00	A7	Boyd,FM	180	21/3	Methods and Strategies in Research Lecture

Message:

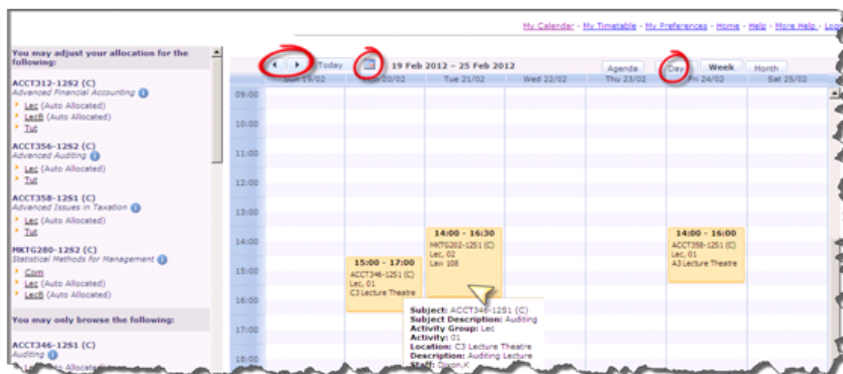
Step 3 –View Your Timetable in Calendar Display

Procedure:

1. From your Allocate+ home page click [My Calendar].



2. Your My Timetable will display in a calendar view.



Calendar View Options:

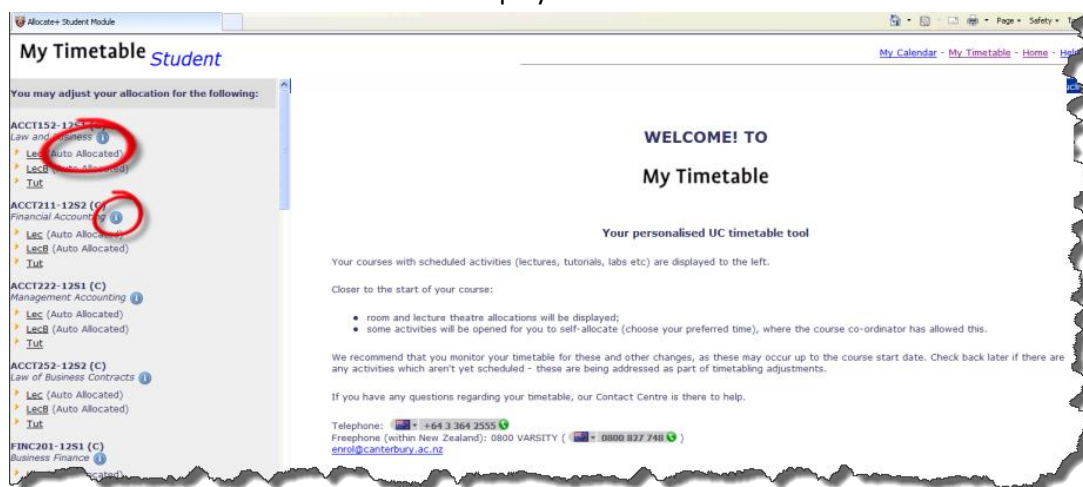
	Click to select to display the calendar by specified date or month.
Day	Click [Day] to display the timetable by calendar day.
Week	Click [Week] to display the timetable by calendar week.
Month	Click [Month] to display the timetable by calendar month.
	Click to move forward or back by; day, week or month. This will depend on your current calendar view.



Optional: Place the mouse over an activity to display the activity details as above.

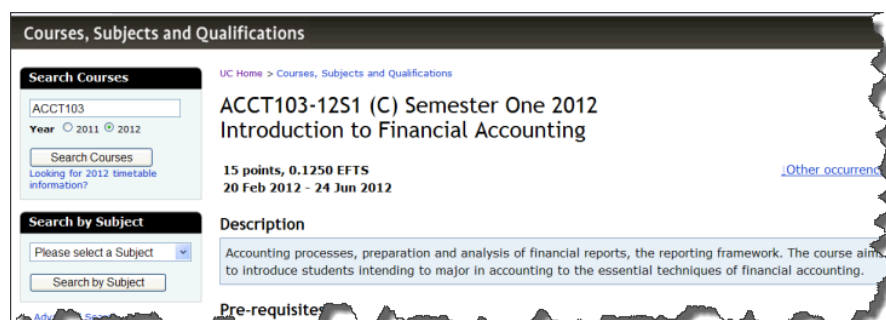
Step 4 – View Your Enrolment Details

Procedure:

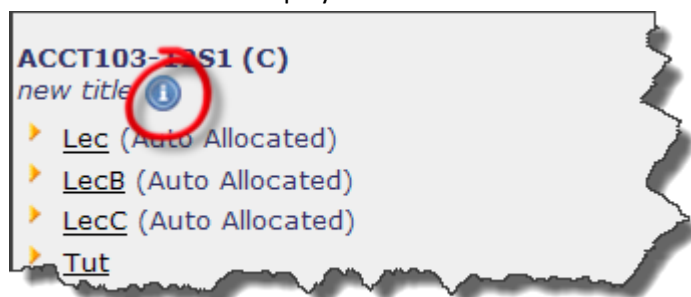
1. Your current enrolment details will display on the left hand side.



 *Optional: Click  to display the Course Information System (CIS) details for the course as below:*



2. The teaching activities ie. Lectures, tutorials etc. for each course will be displayed. For example; course ACCT 103 displayed below has three lectures and one tutorial.

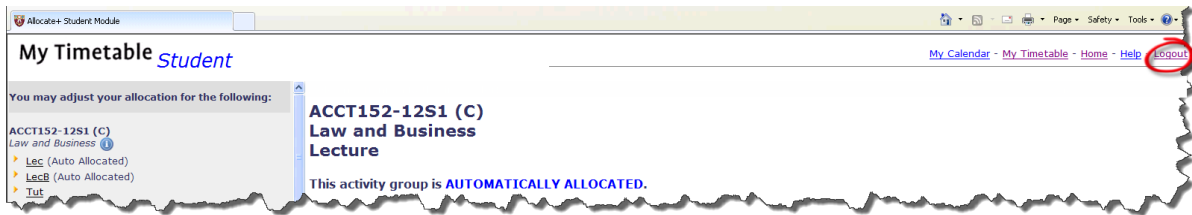


3. You will be able to identify if you have been automatically allocated to an activity group or whether self selection is required.

Step 7 – Log Out

Procedure:

1. Click [Logout].



2. The log out screen will display.

